## Cardinal HCM – R2 Final Deploy Assistance

1 message

**Cardinal HCM Conversion, rr** <cardinalhcmconversion@doa.virginia.gov>     Fri, Feb 25, 2022 at 11:27 AM

**This email is being sent to select DOA, DHRM, VCSP, and VRS employees assisting with the conversion of central agency data for the Cardinal HCM Project.**



**What:**

Assistance for Cardinal HCM Release 2 (R2) Final Deployment

**Why:**

In preparation for Cardinal HCM R2 go-live on April 4, 2022, Cardinal HCM R2 deployment activities will occur in March 2022.  Central agencies will be asked to provide data to be converted into Cardinal production in the second half of March.  Similar to R2 Dress Rehearsal, central agencies will have very limited time to submit the conversion files after the "as of" dates (see attached R2_Final_CNV_Files for the list of files, the "as of" date, and the due date).

Cardinal will review the collected files as quickly as possible and send feedback to central agencies if issues are found.  Central agencies will need to be very responsive to any feedback received from Cardinal and resubmit the file(s) as soon as possible for Cardinal's re-review.  Submitting and correcting conversion files on time with high quality data is critical to the success of Cardinal HCM R2 go-live and will reduce the need for data clean-up post go-live.

There are three R2 Final Deployment phases (as described below).  Major R2 deployment milestones/dates are listed at the end of this email.

- During the "Pre-Cutover" phase, the existing Cardinal Production system will be available to current end users.  The Cardinal Project team will mostly be working during regular hours, with some weekend work.

- During the "Cutover" phase, the existing Cardinal Production system will not be available to end users.  The Cardinal Project team will be working on a 24-hour schedule for the duration of the cutover phase to conduct deployment activities.

- During the "Post-Cutover" phase, the new and expanded Cardinal Production system will be available to end users (first pilot users, then all remaining users).  The Cardinal Project team will mostly be working during regular hours with some weekend work.

During the Cardinal HCM R2 Final Deployment activities, the Cardinal HCM team may need functional and/or technical assistance from central agencies to research data issues.  DHRM, DOA, VCSP, and VRS need to prepare a resource coverage plan to support R2 deployment and conversion activities from March 14 until April 3.  Coverage resources will need to be available via phone.  As needed, ad-hoc virtual meetings may be scheduled using Microsoft Teams and/or Google Meet.

Cardinal recommends that DHRM, DOA, VCSP, and VRS:

- Confirm what resource(s) are needed for each applicable data type

- Confirm critical resources will be available for the time period referenced above

- Confirm backup resources are available, should the primary resource(s) be unexpectedly unavailable

- Train resources who had limited or no previous exposure to the Cardinal HCM Project and/or conversion activities

Although Cardinal will try to limit the need for central agencies to work after regular business hours and/or over weekends, central agencies should include the following in their coverage plan:

- The weekend of March 19 - 20 to submit and/or correct conversion files (DOA and DHRM only).

- 24-hour coverage from Thursday, March 24 at 7:30 a.m. until Friday, April 1 at 11:00 p.m. to submit/correct conversion files, support deployment activities, and/or research any data issues.

- Weekend of April 2 - 3 from 9:00 a.m. until 5:00 p.m. to support Cardinal HCM once opened to end users and research any data issues.

In addition to this request, it is expected that there will be a stabilization period that will require support beyond regular business hour operations.  During this stabilization period, the Cardinal HCM Conversion team and central partners may be requested to help investigate data issues.

**Who:**

DHRM, DOA, VCSP, and VRS primary points of contact for Cardinal HCM conversion (i.e., Leonard Nottingham, Cathy McGill, Vivian Shields, and Kedar Desai) must coordinate with their colleagues to provide functional and technical support for the R2 Final Deployment activities.

**When:**

Coverage plan and resource training should be completed by **Friday, March 4, 2022**.

**How:**

DOA, DHRM, VCSP, and VRS should use the provided template (see attached) to prepare the coverage plan.  Once completed, the coverage plan should be shared with the Cardinal team by responding to this email.

Please email the Cardinal HCM Conversion team at CardinalHCMConversion@doa.virginia.gov with any questions or concerns you have regarding this coverage requirement.

Regards,
The Cardinal HCM Conversion Team

**Major R2 deployment milestones/dates:**

| Phase | Date/Timeframe | Milestone Description |
|---|---|---|
| Pre-Cutover | 2/28/2022 | Start deployment activities (e.g., code migration, configuration migration) into Cardinal Production. |
| Pre-Cutover | 3/22/2022 | Start pre-cutover conversion load (i.e., PMIS positions, EPR data). |
| Pre-Cutover | 3/23/2022 | Complete pre-cutover conversion load (see list above). |
| Pre-Cutover | 3/23/2022, close of business | Lock out most existing end users from Cardinal production. |
| Pre-Cutover | 3/23/2022, close of business | Run last nightly batch in Cardinal production before start of cutover activities. |
| Cutover | 3/24/2022, 6:00 a.m. | Lock out all remaining end users from Cardinal production in the morning, as soon as the nightly batch is completed and validated. |
| Cutover | 3/24/2022, 6:00 a.m. | Start 24/7 deployment activities, including load of all conversion data not listed above and start data entry for freeze period transactions, prioritizing payroll impacting transactions. |
| Cutover | 3/31/2022 | Complete 24/7 deployment activities, including load of all conversion data not listed above. Complete data entry for freeze period transactions. |
| Post-Cutover | 4/1/2022 – 4/4/2022 | Conduct pilot users' activities, open the Cardinal HCM application to all end users the morning of April 4, 2022 (potentially earlier). Start time entry and approval. The Cardinal HCM Conversion team will start sharing data extracts and errors with central agencies and assembled agencies for their review. |